COURSE CATALOG—MASSAGE

800 Hour Massage Therapy Program

& 800 Hour Thai Yoga Massage Program

Authorized by Alaska Commission on Postsecondary Education
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Chairman of the Board

TAO SHIH PEI WO LUN

Board of Directors (LLC Owners): Cynthia McMullen, Anna Remick, Brittany Russell, Laura Croix, LeeAnn Lilly, Arleene Bank.

School Administration

CEO, Faculty Administration & Director of Education

CYNTHIA MCMULLEN, LMT, MQT

Operations Administrator & Director of Student Services

ANNA REMICK, LMT, MQT

Department Directors

Director of Acupuncture Program

L. LAMAR GUNTER

Faculty Liaison for Acupuncture Program

ANNA REMICK, LMT, MQT

Director of Massage Therapy Program

CYNTHIA MCMULLEN, LMT, MQT

Director of Thai Yoga Massage Program

MICHELE KECK, LMT, MQT

Director of Biomedical Sciences

ARLEENE BANKS, LMT, MQT

Recruitment Senior Officer, Financial Aid and Compliance

ANNA REMICK, LMT, MQT

Continuing Education Coordinator

LEEANN LILLY, LMT, MQT

Billing and Bookkeeping Coordinator

CYNTHIA MCMULLEN, LMT, MQT

Educational Advisory Committee

Joan Aufrecht, Joan Koval, Sharon Poston

Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy is owned by Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy LLC
School History
In 2003 we originally opened as The Oriental Healing Arts School of Massage Therapy. Our basic foundation is in the Taoist Healing Arts which includes Traditional (and Classic) Chinese Medicine. The school was formed as a way to integrate massage therapy as one of the modalities used in Chinese Medicine, directly into the other Taoist Healing Arts which include: Acupuncture, Herbal Therapy, Medical QiGong Therapy, Tai Chi and QiGong, and Feng Shui. While massage therapy was and is currently taught at several other local schools, no other school has the foundation in Taoist Healing Arts as both a philosophy and way of life. In 2008 we added an Acupuncture Program. Finally in 2012 we changed our name to better reflect the scope of education we provide, and we are now Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy (AKInstitute).

Our Healing Mission
Our mission is to bring individuals and their lives to wholeness by educating them about the centuries old spiritual path to healing of Tai Chi, QiGong, Qi/Energy Healing, Massage Therapy, Chinese Herbs, and Acupuncture. In striving for health and wholeness we seek an open partnership with the health care community while maintaining our integrity by offering and practicing Tai Chi, QiGong, Meditation, Oriental Healing Herbs, Massage Therapy and Qi/Energy Healing.

Our “Healer” Philosophy
“Healer” means the ability to guide another person to wholeness. Our students are given the opportunity to go through many levels of self-cultivation and self-healing, thereby gaining the experience needed to work with others. We provide an atmosphere of grounding, inner-strength, and growth that is surrounded in the type of compassion required to connect with the human spirit. Through the practice and study of the Taoist Arts, we provide a significantly different level of knowledge, understanding, and approach to health and wholeness.

Want to know what it's like to be a student at our school? Orientation Opportunities:
We want you to come in and see us, feel the energy of our school, and experience the healing environment we work in to make sure that we are a perfect match for you.

Contact us and we will arrange a tour of the school, give you a personal overview of programs and courses available, and someone will assist you with every step of the application process to make sure it is as easy as possible for you.

We also invite you to participate in Massage & Wellness Workshops we offer throughout the year. Not only do you receive fun and very beneficial information, these workshops will let you see firsthand the quality of education and experienced instructors that work with us.
**Massage Therapist**
Requires satisfactory completion of the 800 hour Massage Therapy Program. This is a vocational certificate required for professional licensing in Anchorage and Fairbanks, and other areas that require up to 800 hours of education from a Postsecondary Education Authorized school.

**Thai Yoga Massage Therapist**
Requires satisfactory completion of the 800 hour Thai Yoga Massage Program. This is a vocational certificate required for professional licensing in Anchorage and Fairbanks, and other areas that require up to 800 hours of education from a Postsecondary Education Authorized school.

See our [Advanced Massage Courses Catalog](#) for:

- **Thai Yoga Massage**: CEU Program for professional massage therapists.
- **Oriental Healing Massage Therapist**
- **Tui Na Acupressure Massage Therapist**
- **Essential Oils / Aromatherapist**

See our [Acupuncture Catalog](#) for the 2120 Hour Acupuncture Program.

See our [Traditional Taoist Oriental Medicine Courses Catalog](#) for classes offered through the International Institute of Medical QiGong - Alaska:

- **Medical QiGong Energy Healing - Practitioner and Therapist.**
- **Traditional Taoist Herbology – Apprentice and Herbologist**
- **Taoist Holistic Weight Loss - Consultant and Practitioner**
- **Traditional Taoist 5-Elements Nutrition Consultant**
Throughout this catalog, the terms listed below are defined to mean the following:

The terms **certified, Certificate of Achievement, and Certificate of Completion** refer to the type of educational credential given to signify the satisfactory completion of the requirements for education at our institution. A Certificate of Achievement is awarded for courses that measure attendance and grades based on published standards. A Certificate of Completion is awarded for courses that only require attendance and do not use a grading system.

In some, but not all cases, certification may be accepted as a requirement to vocational licensing, or as a supplement towards one’s occupation, which would be determined by the body governing the license or occupation. For example, The American Massage Therapy Association (AMTA) requires its members to have supplemental and on-going education in the form of a specific number of hours and type of study. AMTA determines whether or not they will accept a certificate of study.

Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy (**AKInstitute**) has been authorized by the Alaska Commission on Postsecondary Education as a provider of Postsecondary Education; therefore the cities of Anchorage and Fairbanks will accept our Certification towards vocational licensing as a Massage Therapist. Other states that require approved education are likely to accept our Certification towards vocational licensing as a Massage Therapist.

**Approved Education** is defined as an educational program that is authorized under post-secondary education status approved by any state, or is accepted towards certification from The National Certification Examination for Therapeutic Massage and Bodywork (NCBTMB). For example, the Alaska Commission on Postsecondary Education is the authorized agency that approves education for vocational training within the state of Alaska.
The majority of our Massage Therapy faculty members maintain successful private practices at The Oriental Healing Arts Center. This garners a level of excellence that is passed on to our students in the form of hands-on massage techniques and client interactions. In addition, the instructors have valuable experience in the business skills required to be successful in the complimentary alternative health care industry. It is our top priority to ensure our graduates are of excellent quality, attractive to a variety of employers, and have the strong reputation of our school behind them.

“Tao Shih” is a Taoist title meaning “Teacher of The Way (Tao)”. “Shifu”, a special title that is earned in the martial arts community, is a Chinese word that means “Master Teacher”. Tao Shih Pei Wo Lun is a master of Taoist internal arts. He has been a practitioner of Taijiquan, QiGong Meditation, and various mind, body and spirit healing modalities for over 20 years. In 1985, after 6 years of dedicated study, Tao Shih Pei Wo Lun was certified to teach Taijiquan and QiGong by his Taoist mentor La Ma (Almanzo Lamaroux).

Tao Shih Pei Wo Lun learned the principles and methods of QiGong healing from various Taoist Masters (Tao Shih) and Taoist priests of the Yellow Dragon Temple Elixir School of Taoism. He also studied Tui Na Acupressure under the tutelage of the Taoist Priests of the Yellow Dragon Temple Elixir School of Taoism under Master Sher K. Lew.

In addition to Taoist studies, he dedicated another 6 years studying Traditional Oriental Medicine. He is certified in Tui Na Acupressure, Chinese Health and Exercise, and earned a diploma in Massage Therapy through the Pacific College of Oriental Medicine in San Diego, California, 1990.

Tai Chi 10 Class Graduates
Cynthia is the Director of The International Institute of Medical QiGong, Alaska Chapter. She earned her diploma in Massage Therapy from the University of Alaska in 1999 and her title of Medical QiGong Therapist in 2000 from The International Institute of Medical QiGong- USA. Cynthia studied Tui Na Massage at The Chinese Academy of Traditional Chinese Medicine in Beijing, China in 1999, and Thai Yoga Massage with The International Institute of Medical QiGong - Alaska in 2002. In 2004, after 7 years of dedicated study, Cynthia received the Taoist title of Shih-Ma by her Taoist mentor Tao Shih Pei Wo Lun. In 2005 she received the title of Herbalist in Traditional Taoist Herbology from The International Institute of Medical QiGong - Alaska. She holds more than 15 years of teaching and training experience, and a former profession of ACE certified Personal Trainer in the Washington DC area. Cynthia has maintained a private practice in Oriental Healing Massage and Medical QiGong Bodywork since 1999. In addition, she also teaches classes in Meditation, QiGong, Five Element Nutrition, Essential Oils, and several of the Oriental Medicine and Medical QiGong courses offered at The Oriental Healing Arts Center.

Anna earned her diploma in massage from Alaska Learning Institute in 2002. She earned the title of Oriental Healing Massage Therapist Level 2 in 2005 from The Oriental Healing Arts School of Massage Therapy after completing advanced courses in Tui Na Chinese Massage and Thai Yoga Massage. Anna achieved the title of Medical QiGong Therapist in 2002 and the level of Herbalist Apprentice in the study of Traditional Taoist Herbology in 2005 at the International Institute of Medical QiGong - Alaska. She holds a Masters Degree in Deaf Education and retired from that profession after 26 years of teaching in the public schools of both Alaska and California. She is a former President of The American Massage Therapy Association (AMTA), Alaska Chapter and the current manager of Massage Now!, our elegant Swedish Massage and Acupuncture Clinic. Anna has recently retired from a wonderfully satisfying private practice in Massage Therapy and Oriental Healing Massage.
Arleene earned her diploma in Oriental Healing Massage from The Oriental Healing Arts School of Massage Therapy in 2003 and her title of Medical QiGong Therapist in 2001 from The Taoist International Retreate of Alaska and The International Institute of Medical QiGong - Alaska. She has also studied Tui Na Chinese Massage and Thai Yoga Massage with The International Institute of Medical QiGong - Alaska in 2002. Arleene has more than 30 years experience as an x-ray/radiology technologist, has worked with training x-ray students for 10 years, and is currently working as an x-ray lab technician. Arleene has maintained a part time private practice in Oriental Healing Massage and Chair Massage since 2003.

Michele has been studying Oriental Medicine and the Taoist Arts since 2001. She earned her diploma in Massage Therapy from The Oriental Healing Arts School of Massage Therapy in 2003 and the title of Medical QiGong Therapist from the Taoist International Retreate of Alaska and the International Institute of Medical QiGong - Alaska in 2004. She earned the title of Oriental Healing Massage Therapist Level 2 in 2005 and is certified in Tui Na Acupressure Massage and Thai Yoga Massage. In 2008 Michele participated in advanced level Tui Na studies in Beijing, China. Michele teaches classes in Tai Chi, Yoga, QiGong, and Meditation and has maintained a private practice in Oriental Healing Massage since 2003. She is the director and instructor of the Thai Yoga Massage program. Michele teaches advanced Thai Yoga Massage and Yoga to professional massage therapists, healthcare practitioners, and the general public. She has participated on an international level in yoga teacher training programs, retreats and workshops, and brings this valuable depth of information to her students.
Susette Jenkins, LMT, MQT

Physiology Instructor, Recruitment Team

Susette earned her diploma in Massage Therapy from The Oriental Healing Arts School of Massage Therapy in 2006. She earned her credentials in Oriental Healing Massage and Medical QiGong in 2007. Susette has pursued advanced level studies in Tui Na Acupressure Massage both in the U.S. and Beijing, China, Thai Yoga Massage, many Oriental medicine non-needle techniques, and energetic anatomy and physiology. She has been an avid participant in the Tai Chi, QiGong and Yoga community and teaches weekly Tai Chi and QiGong classes. Susette continuously improves her physiology knowledge by working as a part time intern for a local physical therapist. She has maintained a full time private practice in Massage Therapy and related advanced modalities since 2006, specializing in resolving wrist and ankle pain as well as gynecological disharmonies, depression, and anxiety.

Lauren Nevzuroff, LMT

Chair Massage, Table Massage, and Thai Yoga Massage Instructor

Lauren earned her diploma in Massage Therapy from The Oriental Healing Arts School of Massage Therapy in 2006. She is certified in Thai Yoga Massage and Medical QiGong. In teaching the chair massage course, Lauren brings her professional experience in working extensively with chair massage in both the corporate setting and in-house at The Oriental Healing Arts wellness center. She also enjoys adding the benefit of Thai Yoga Massage into the patterns taught to give students a higher degree of effectiveness. Lauren has maintained a full time private practice in Massage Therapy and Chair Massage since 2006.
Brittany Russell, LMT

Chair Massage and Thai Yoga Massage Instructor and Administrative Assistant

Brittany earned her diploma in Massage Therapy from The Oriental Healing Arts School of Massage Therapy in 2008. She is certified in Thai Yoga Massage, and is pursuing advanced training in TuiNa Acupressure Massage and Medical QiGong. Brittany is a top requested therapist for chair massage and has a dedicated following of clients. She brings her personal touch to students in teaching a great class on her specialty. Brittany has maintained a busy private practice in Massage Therapy since 2008.
Dear Massage Therapy Applicant,

Thank you for choosing to look at our wonderful school. We have many successful graduates currently relieving pain and touching the lives of many other people with their caring hands.

I think one of the greatest things we can do is to live life inspired with passion for something we love! That's really what our school is all about—people who are passionate about health, healing, and personal growth going on a profound life-changing journey together.

Our program builds a foundation based on caring and connecting with others, teaching you the power of being able to touch someone in a way that makes their pain go away, their stress decrease, and leaves them feeling so much better after seeing you.

In addition to touch, our program is strongly based in Oriental medicine—which is the main reason most students choose our school. Combining the knowledge and wisdom of this honored health practice, you will have skills to serve yourself, benefit your family, and give you quite an effective edge in your massage therapy career.

One thing I can truly say is that I feel I can go anywhere in the entire world and bring something of extreme value to those around me, just through sharing what I’ve learned to do with my hands. Providing meaningful service to others is a compassionate and deeply satisfying lifestyle.

As long as you’re over 18, age doesn’t matter. It’s never too early or late to start doing this kind of study and work if you have an inner healer inside of you. We would absolutely love to help that part of you come out!

I wish you unimaginable peace,

Cynthia McMullen
800 Hour Massage Therapy Program Director
800 Hour Massage Therapy Program Course Descriptions

Anatomy/Kinesiology  75 hours  
Physiology  75 hours  
Chair Massage  30 hours  
Table Massage  194 hours  
Ethics of Touch  12 hours  
Business Practices for Massage Therapy  15 hours  
Pathology & Special Populations  50 hours  
Acupressure & Meridian Theory  50 hours  
Oriental Medicine for Bodyworkers  56 hours  
Acupressure Massage Lab  83 hours  
Student Clinic & Little Shaolin Clinic  160 hours  
TOTAL: 800 Hours

800 Hour Massage Therapy Program Course Descriptions

MT8A Anatomy  (75 Hours)  
In standard Western medical language, students will learn and become comfortable with locating and palpating all of the major muscles and bones in the human body, where and how muscles attach, and principles of movement also known as muscle actions. Students will also be introduced to standard Western medical terminology as used in conventional medicine practices.

MT8P Physiology  (75 Hours)  
This course will be comprised of the 11 major systems of the human body, such as the digestive system and the circulatory system. Students will learn the proper function of each system and how all of the systems interrelate and correspond to the overall health of the individual. Emphasis will be placed on the effects of Massage Therapy on each system and the physiological reasoning as to why massage techniques are used or avoided in various common situations. A correlation of Western physiology to Eastern energetic physiology is also discussed.

MT8E Ethics of Touch  (12 Hours)  
Students will discuss topics relating to the specific ethical nature of massage therapy including dealing with contagious diseases such as AIDS/HIV, appropriate client and therapist behavior, how to identify and what to do when a client experiences an emotional release, setting boundaries, implied consent, HIPPA laws and issues of confidentiality, working in a hospital setting, and handling missed appointments.
MT8B Business Practices for Massage  (12 Hours)
This class will guide students step by step through creating a professional and usable business plan for the massage therapist in private practice. Students will learn about the local laws governing massage therapy, how to apply for the required licensing, handling insurance payments, dealing with doctors and other health care providers, advertising and networking, taxes and accounting, and professional membership organizations. The last day of class each student will make a formal presentation of their business plan.

Note that in addition to this course, students receive extensive hands-on real life business training during student clinic participation.

(SPECIAL NOTE FOR PROGRAM C: The following hands-on massage courses may only be taken if the student is currently enrolled in or has completed and passed the Anatomy course.)

MT8CM Chair Massage  (30 Hours)
Students will learn and practice basic hand techniques used in chair massage and a general pattern that can also be modified for special conditions. Special conditions that require caution and modifications will be discussed and hands-on techniques practiced. Students will also learn how to incorporate chair massage into their own practice. Hands-on participation in both giving and receiving chair massage is required, as is full participation in the class, student clinic, and chair massage related events. Students receive additional extensive hands-on practice of chair massage during student clinic participation.

MT8TM Table Massage  (194 Hours)
This course will focus on learning and practicing Swedish Massage which is the most common form of relaxing massage, and will also include other modalities such as basic sports massage and methods for deep tissue massage. The course will cover a brief history of massage, hand techniques used, proper body mechanics for the massage therapist, and general client conditions requiring cautions and modifications to be aware of. As much public contact as is possible within the student clinic is provided during class time once students have reached an instructor approved level of proficiency. Students will also learn and practice daily meditation and QiGong exercises for self-cultivation purposes relating to the Healing Arts. Hands-on participation in both giving and receiving massage is required, as is full participation in the class, student clinic, and massage related events. Students receive additional extensive hands-on practice of table massage during student clinic participation.
MT8MP Acupressure & Meridian Theory  (50 Hours)
This course introduces the basic theories of acupuncture and Oriental medicine including Yin/Yang, the Five Elements, and the 12 Primary Meridians. The class also fulfills the pre-requisite to the Traditional Taoist Medical QiGong Certification Program and Traditional Taoist Herbology Level 1.

MT8TOM Oriental Medicine for Bodyworkers  (56 Hours)
This course provides an overview of non-needle techniques for bodyworkers trained in Oriental medicine theory. Students will learn to apply therapies such as basic tongue and pulse readings, moxibustion, gua sha, cupping, Chinese medical aromatherapy, and modified Tui Na Acupressure Massage patterns.

MT8AM Acupressure Massage Lab  (83 Hours)
PRE-REQUISITES: Completion of or current enrollment in the following courses:
- MT8TM  Table Massage
- MT8MP  Acupressure & Meridian Theory
- MT8TOM  Oriental Medicine for Bodyworkers

This is a very special course where students are actually treated with Oriental Healing Massage. Using the information learned in pre-requisite courses, students complete a Traditional Chinese Medicine health intake, and with instructor direction outline an energetic diagnosis and develop a plan for a modified massage treatment series that will address their chief complaint. Students then trade out, receiving their individual treatment and giving a specific treatment that includes massage therapy, a specific acupressure pattern, and a special QiGong exercise. Students are required to keep a file of standard client notes and do an oral presentation on their experience at the end of the class.

MT8PSP Pathology & Special Populations  (50 Hours)
PRE-REQUISITE: Completion of or current enrollment in TABLE MASSAGE

This course covers the Western etiology and basic medical terminology, Oriental Medicine correlations, and treatment by massage therapy for common diseases, chronic symptoms, and other cases that require special consideration by the massage therapist. It is of extreme importance that the therapist knows not only how to assist in the healing process, but also to prevent harm to the client. Topics include sciatica, low back pain, high blood pressure, carpal tunnel syndrome, cancer, pregnancy, elderly clients and more. Students will mock-practice modified techniques on each other. Emphasis is placed on research methods for the specifics of each condition and understanding the thought process behind treatment modification rather than on memorizing specific treatment protocols. Students are required to perform a written and oral presentation on any disease of their choice at the end of the class.
MTSC Student Massage Clinic and Little Shaolin Clinic  160 Hours

Once a student is approved as ready by the instructor, the Student Clinic is where students get real life practice working with the general public in order to practice the skills they are learning in class. Our school places a very high emphasis on business skills and professionalism within the Massage Therapy career field. The supervised student clinic and events that students participate in are designed to prepare students to excel within a variety of professional health settings.

Students learn to greet customers, answer the phone, observe the appointment scheduling process, make appointment reminder calls, maintain required client paperwork, assist with office duties, and get invaluable hands-on practice of their skills with direct professional feedback from the clinic supervisors.

Once in the Oriental medicine portion of the program students are encouraged to participate in the Little Shaolin teaching clinic as their schedule allows. This special clinic uses non-needle Oriental medicine techniques to treat many health issues. Students observe the instructor, assist under supervision and according to their ability level, and are responsible for portions of SOAP notes.

As this is an actual business setting with on-the-job training, the following guidelines apply:

- Students may sign up according to their own schedule. A walk-in schedule is available, and all other appointments are made at least 24 hours in advance through The Oriental Healing Arts Center and assigned to students on a rotating basis. An instructor or assistant instructor is always present to supervise and interact with the clients.

- Students must follow our published dress code and behave in an appropriate ethical and professional manner. A student that is dressed inappropriately or displays inappropriate behavior including rudeness, negative attitude, or other toxic emotional displays that are not conducive to our healing atmosphere will be sent home and not be allowed to participate in the student clinic until they are able to maintain themselves in an appropriate and professional manner.

- Students may not smell like cigarette smoke or chew gum during clinic.

- A student scheduled for clinic hours that is unable to show up for any reason must try to find a replacement for their schedule and notify the clinic supervisor as soon as they know they will not show up.

Massage Related Event Participation

Our school provides a variety of massage related events, such as vendor booths offering massage, field trips to business locations to provide chair massage, open house and other special events at our location, and more.

Student participation in massage related events is required as this is one of the best hands-on situations available. Students learn the various aspects required for running the event, get to observe professional interactions, and gain business experience in marketing yourself for success. There may be times when it is necessary to change a class time in order to accommodate an event. In this case, we will do everything possible to provide advance notification for scheduling purposes. All hours are documented and apply towards student clinic hours.
Documentation of Student Event and Clinic Hours

Each student will be required to keep a log of student event and clinic hours in which they participate. This log is maintained on file at the school. The student should note:

- Date and time in/time out
- Event Name or Student Clinic
- Number of hours they participated
- Instructor sign off to verify the hours (cover sheet provided in student clinic)

A copy of the student’s record is to be turned in to the School Education Administrator at the end of each month. The student’s Progress Report will be updated with their clinic/event hours completed each month.
**Homework Expectations:** In general, students should expect between 2-7 hours of homework per week, and this will vary throughout the program depending on current courses being taken. The Physiology class contains the heaviest homework load, with other classes taken at the same time requiring minimal homework.

The following chart outlines the courses that are taken together and gives an idea of the type of homework and time involved.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Total Hours</th>
<th># Hrs per Week</th>
<th>Type of Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy</td>
<td>MT8A</td>
<td>75</td>
<td>2</td>
<td>review class work and memorize muscle and bone details</td>
</tr>
<tr>
<td>Physiology</td>
<td>MT8P</td>
<td>75</td>
<td>2-5</td>
<td>chapter reading assignments with summary questions, writing outlines and brief essays, research projects for group presentation</td>
</tr>
<tr>
<td>Chair Massage</td>
<td>MT8CM</td>
<td>30</td>
<td>1</td>
<td>practice techniques</td>
</tr>
<tr>
<td>Table Massage</td>
<td>MT8TM</td>
<td>194</td>
<td>2</td>
<td>practice techniques, plus one 17-hour case study done over 2 months</td>
</tr>
<tr>
<td>Ethics of Touch</td>
<td>MT8E</td>
<td>12</td>
<td>3</td>
<td>one reading assignment with written essay questions</td>
</tr>
<tr>
<td>Acupressure &amp; Meridian Therapy</td>
<td>MT8MP</td>
<td>50</td>
<td>1</td>
<td>reading assignments, review acupoints and meridians</td>
</tr>
<tr>
<td>Business Practices</td>
<td>MT8B</td>
<td>15</td>
<td>5</td>
<td>creating brochure, business card, and business plan for group presentation</td>
</tr>
<tr>
<td>Acupressure &amp; Meridian Therapy</td>
<td>MT8MP</td>
<td>50</td>
<td>1</td>
<td>reading assignments, review acupoints and meridians</td>
</tr>
<tr>
<td>Acupressure &amp; Meridian Therapy</td>
<td>MT8MP</td>
<td>50</td>
<td>1</td>
<td>reading assignments, review acupoints and meridians</td>
</tr>
<tr>
<td>Pathology &amp; Special Populations</td>
<td>MT8PSP</td>
<td>50</td>
<td>1</td>
<td>practice techniques, plus one research project for group presentation (3-4 hours)</td>
</tr>
<tr>
<td>Oriental Medicine for Bodyworkers</td>
<td>MT8TOM</td>
<td>56</td>
<td>1</td>
<td>reading assignments, review techniques</td>
</tr>
<tr>
<td>Acupressure Massage Lab</td>
<td>MT8AM</td>
<td>83</td>
<td>1</td>
<td>practice techniques</td>
</tr>
<tr>
<td>Student Clinic</td>
<td></td>
<td>160</td>
<td>0</td>
<td>no assigned homework</td>
</tr>
</tbody>
</table>
There is a morning inside you waiting to burst open into Light. ~Rumi

After traveling to Thailand in 1999, and exploring the Thai massage and healing traditions all over Thailand, from the schools in the big cities to small village towns, I was inspired to incorporate this ancient art into my everyday life.

I was amazed at the wonderful effects Thai massage had on my body but more importantly over the course of my studies with my teacher, Tao Shih Pei Wo Lun, I learned that true healing was also rooted in mental, emotional, and spiritual happiness.

Buddhist monks traditionally performed Thai Massage in temples to refresh the body, mind, and spirit and called it “the physical application of Loving-Kindness”

One of the things I love most about Thai Massage is the incorporation of the concepts of Yoga into the practice. It is a great physical practice for the therapist and client. It also embodies the principals of loving-kindness (Metta) and compassion which deepens the healing potential.

In the ancient healing arts, these practices were shared among family and friends to keep the community vibrant, healthy, and happy

One of the most wonderful things about our program is our instructors. We all love what we do, it is not just a job, but our life’s vocation. We work to embody the healing principals in our professional and personal lives. We love teaching and sharing the healing arts, whether it be for personal use or as a wonderful career.

Even though the practice of Thai Massage is thousands of years old, it is now gaining popularity in the United States. Many people are realizing its healing effects on the body, mind, and spirit.
Thai Massage is one of the fastest growing healing modalities in the West.

Our Thai Massage program is unique to anywhere else in the country. In our program, you will not only be certified as a Thai Massage Therapist, but will also learn Swedish relaxation table massage and receive an in depth study of Yoga.

I invite you to embark on a path of self-discovery, healing, and growth with us, to use for your own purposes and to assist us in sharing these healing arts into the modern world.

Michele Keck
~ Taoist Yogini
~ Thai Yoga Massage Program Director
800 Hour Thai Yoga Massage Program Overview
And Course Descriptions

Anatomy/Kinesiology  60 hours
Physiology  66 hours
Chair Massage  12 hours
Table Massage  111 hours
Thai Yoga Massage  201 hours
Eastern Healing – Oriental & Ayurvedic Medicine  57 hours
Pathology & Special Conditions Thai Massage  21 hours
Pathology & Special Conditions Table Massage 21 hours
Business Practices  12 hours
Ethics of Touch  12 hours
Student Clinic  227 hours
TOTAL: 800 Hours

800 Hour Thai Yoga Massage Program Course Descriptions

TY8A  Anatomy (60 hours)
In standard Western medical language, students learn and become comfortable with locating and palpating all of the major muscles and bones in the human body. They will also learn where and how muscles attach, and the principles of muscle actions and movements. Students will also be introduced to standard Western medical terminology used in conventional medicine practices. Students will learn anatomical functions by correlating the functions of yoga in terms of western anatomy and physiology.

TY8P  Physiology (66 Hours)
This course is comprised of the 11 major systems of the human body, such as the digestive system and the circulatory system. Students learn the proper function of each system and how all of the systems interrelate and correspond to the overall health of the individual. Emphasis is placed on the effects of Massage Therapy on each system and the physiological reasoning as to why massage techniques are used or avoided in various common situations. A correlation of Western physiology to Eastern energetic physiology is also discussed.
TY8C  Chair Massage (12 Hours)
Students learn and practice basic hand techniques used in chair massage and a general pattern that can also be modified for special conditions. Special conditions that require caution and modifications are discussed and hands-on techniques practiced. Thai massage techniques that can be applied in the chair will be taught. Students also learn how to incorporate chair massage into their own practice. Hands-on participation in both giving and receiving chair massage is required, as is full participation in the class, student clinic, and chair massage related events. Students receive additional extensive hands-on practice of chair massage during student clinic participation.

TY8TA  Table Massage (111 Hours)
This course focuses on learning and practicing Swedish massage which is the most common form of relaxation massage, and also includes other modalities such as basic sports massage and methods for deep tissue massage. The course covers a brief history of massage, hand techniques used, proper body mechanics for the massage therapist, and general client conditions requiring cautions and modifications to be aware of. As much public contact as is possible within the student clinic is provided during class time once students have reached an instructor approved level of proficiency. Students also learn and practice daily meditation, Taichi, Yoga, and QiGong exercises for self-cultivation purposes, improving body alignment, and increasing sensitivities of touch and feel during massage. Hands-on participation in both giving and receiving massage is required, as is full participation in the class, student clinic, and massage related events. Students receive additional extensive hands-on practice of table massage during student clinic participation.

TY8TH  Thai Yoga Massage (201 hours)
During this course students will learn the history, physical, and spiritual healing methods of “Nuad Bo Ram”, Traditional Thai Massage. Students will learn a full 2-hour Thai massage treatment utilizing their thumbs, fingers, hands, elbows, knees, and feet to perform the movements. Supine, lateral recumbent, prone, and seated postures of the Traditional Thai pattern will be taught, focusing on proper techniques and body alignment. Students will learn to infuse the ancient healing aspects of compassion, loving-kindness, meditation, and breath into the techniques. The practice will be enhanced with specialty techniques of Thai foot reflexology, herbal compresses, walking massage, and Thai table massage. Students will receive detailed instruction and supervision by instructors and will learn by performing massage techniques and experiencing the techniques by receiving massage. Yoga posture correlations to Thai massage and Eastern healing philosophies of Traditional Thai, Ayurveda, Oriental Medicine, and Yoga will be taught. Students will learn Yoga philosophy, postures, and adjustments and how to apply them to their Thai Massage practice and how to guide clients through a personal yoga practice.
TH8EH Eastern Healing – Oriental & Ayurvedic Medicine (57 Hours)
Students will learn an overview of two of the most commonly used ancient Eastern healing theories, Oriental Medicine and Ayurveda, and how to apply them to their massage and healing practice. The 5 Elements, major meridians, and acupressure points of Oriental Medicine will be covered. Students will also learn the Doshas, elements, and important Marma points of Ayurvedic medicine. The class will be lecture and hands-on practice and will focus on giving the students a deeper understanding of healing of the body, mind, and spirit.

TY8PTH Pathology & Special Conditions Thai Massage (21 Hours)
PRE-REQUISITE: Completion of or current enrollment in TY8TH THAI YOGA MASSAGE.
This course covers the Western etiology and medical terminology, Oriental, Ayurvedic, & Thai medicine healing correlations, and treatment by Thai massage therapy for common conditions seen in a Thai massage healing practice. Emphasis is on resolving frequently seen muscle issues and sports massage. Topics include sciatica, low back, upper back, shoulder and neck pain. Other circumstances such as abdominal issues, pregnancy, elderly clients and more are taught. Students will mock-practice modified techniques on each other. Students are required to do a written and oral presentation on any special condition or disease of their choice at the end of the class.

TY8PTA Pathology & Special Conditions Table Massage (21 Hours)
PRE-REQUISITE: Completion of or current enrollment in TY8TA TABLE MASSAGE.
This course covers the Western etiology and medical terminology, Eastern healing correlations, and treatment by massage therapy for common diseases, chronic symptoms, and other cases that require special consideration by the massage therapist. It is of extreme importance that the therapist knows not only how to assist in the healing process, but also to prevent harm to the client. Topics include low back pain, knee pain, headaches, high blood pressure, carpal tunnel syndrome, cancer, pregnancy, elderly clients and more. Students will mock-practice modified techniques on each other. Emphasis is placed on research methods for the specifics of each condition and understanding the thought process behind treatment modifications. Students are required to do a written and oral presentation on any disease of their choice at the end of the class.

TY8B Business Practices for Massage Therapy (12 Hours)
This class guides students step by step through creating a professional and usable business plan for the massage therapist in private practice. Students learn about the local laws governing massage therapy, how to apply for the required licensing, handling insurance payments, dealing with doctors and other health care providers, advertising and networking, taxes and accounting, and professional membership organizations. An emphasis is placed on how to build and keep a viable client practice that is able to support your financial income needs. Students will also discuss the business aspects of teaching yoga. The last day of class each student will make a formal presentation of their business plan. Note that in addition to this course, students receive extensive hands-on real life business training during student clinic participation.
TY8E  Ethics of Touch (12 Hours)
Students discuss topics relating to the specific ethical nature of massage therapy and yoga including dealing with contagious diseases such as AIDS/HIV, appropriate client and therapist behavior, how to identify and what to do when a client experiences an emotional release, setting boundaries, implied consent, HIPPA laws and issues of confidentiality, working in a hospital setting, and handling missed appointments.

TY8C Student Massage Clinic (229 hours)
Once a student is approved as ready by the instructor, the Student Clinic is where students get real life practice working with the general public in order to practice the skills they are learning in class. Our school places a very high emphasis on business skills and professionalism within the Massage Therapy career field. The supervised student clinic and events that students participate in are designed to prepare students to excel within a variety of professional health settings.

Students learn to greet customers, answer the phone, observe the appointment scheduling process, make appointment reminder calls, maintain required client paperwork, assist with office duties, and get invaluable hands-on practice of their skills with direct professional feedback from the clinic supervisors.

As this is an actual business setting with on-the-job training, the following guidelines apply:

- Students may sign up according to their own schedule. Appointments are made with at least night before advance notice through The Oriental Healing Arts Center and assigned to students on a rotating basis. An instructor or assistant instructor is always present to supervise and interact with the clients.
- Students must follow our published dress code and behave in an appropriate ethical and professional manner. A student that is dressed inappropriately or displays inappropriate behavior including rudeness, negative attitude, or other toxic emotional displays that are not conducive to our healing atmosphere will be sent home and not be allowed to participate in the student clinic until they are able to maintain themselves in an appropriate and professional manner.
- Students may not smell like cigarette smoke or chew gum during clinic. A student scheduled for clinic hours that is unable to show up for any reason must try to find a replacement for their schedule and notify the clinic supervisor as soon as they know they will not show up.

Massage Related Event Participation
Our school provides a variety of massage related events, such as vendor booths offering massage, field trips to business locations to provide chair massage, open house and other special events at our location, and more.

- Student participation in massage related events is required as this is one of the best hands-on situations available. Students learn the various aspects required for running the event, get to observe professional interactions, and gain business experience in marketing yourself for success. There may be times when it is necessary to change a class time in order to accommodate an event. In this case, we will do everything possible
to provide advance notification for scheduling purposes.

- All hours are documented and apply towards student clinic hours.

**Documentation of Student Event and Clinic Hours**

Each student will be required to keep a log of student event and clinic hours in which they participate. This log is maintained on file at the school. The student should note:

- Date and time in/time out
- Event Name or Student Clinic
- Number of hours they participated
- Instructor sign off to verify the hours (cover sheet provided in student clinic)

A copy of the student’s record is to be turned in to the Program Director at the end of each month. The student’s Progress Report will be updated with their clinic/event hours completed each month.

**The total Thai Yoga Student Massage Clinic hours are broken down into specific time requirements:**

- Thai Yoga Massage 120 Hours: Students are booked for Thai Yoga Massage Sessions during their scheduled clinic time
- Table Massage 70 hours: Students are booked for Table Massage Sessions during their scheduled clinic time
- Business 37 hours: During their scheduled clinic time students participate in our professional businesses setting learning customer service, reception, and other related business skills. Students are not scheduled for massages during this time.
**Homework Expectations:** In general, students should expect between 2-7 hours of homework per week, and this will vary throughout the program depending on current courses being taken. The Physiology class contains the heaviest homework load, with other classes taken at the same time requiring minimal homework.

The following chart outlines the courses that are taken together and gives an idea of the type of homework and time involved.

<table>
<thead>
<tr>
<th>HOMEWORK EXPECTATIONS: 800 Hour Thai Yoga Massage With Classes Grouped That Are Taken Together</th>
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<tbody>
<tr>
<td><strong>Course Name</strong></td>
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<tr>
<td>Anatomy</td>
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<td>Physiology</td>
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<td>Thai Yoga Massage</td>
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<td>Pathology - Table Massage</td>
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<td>Thai Yoga Massage</td>
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<tr>
<td>Pathology - Thai Massage</td>
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<tr>
<td>Student Clinic</td>
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</tbody>
</table>
Admission Requirements

- 18 years of age or older, valid legal ID required (driver’s license, passport, non-driver’s ID)
- Minimum 2 years of college education preferred. Our students are mature and should expect and be willing to apply themselves to college-level study and class participation.
- Fluent in verbal and written English

Completed Application Kit, including:

- Application
- Copy of High School Diploma or copy of transcripts
- Course Registration for Program C or D
- Completed Questionnaire
- Brief essay on your goals in regards to this program
- 2 letters of personal reference

Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy (AK Institute) does not discriminate against any applicant based on race, gender, physical disability, age or religion in accordance with all State and Federal guidelines.

TUITION & FUNDING OPTIONS

Alaska Supplemental Education Loan: (Student Loans)

If you are applying for an Alaska State Student Loan you must register for the full time 10-month Program D.

Students are encouraged to rely on personal savings, grants, and scholarships prior to seeking loans to fund their educational pursuits. However, when additional monies are needed the Alaska Supplemental Education Loan (ASEL) is available through the State of Alaska for the 800 Hour Massage Therapy Program D. Students receiving ASEL must be enrolled, meeting school attendance policy and meeting satisfactory academic progress. The loan disbursement may not exceed the cost of attendance less other forms of financial aid awarded. Loan proceeds, less a processing fee applied by ASEL, will be sent to AKInstitute’s Financial Aid Office in two installments. The first installment may be disbursed on the first day of class and the second installment may be disbursed after the student reaches the midpoint of total program hours. The Financial Aid Officer will verify the student’s eligibility before applying funds to the student’s account. Please contact our Financial Aid Officer, Anna Remick, at 907-727-6411 for more information.
Job Training & Workforce for the State of Alaska

Anchorage Job Center, Muldoon, ph. 269-0088

Detailed eligibility requirements are based on your income and employment status. You must sign up for and attend an Orientation session. This will provide an overview of their program and details to assist in determining if you might be eligible. If eligible you are assigned to a counselor who will assist you through the process. You don’t get funding the same day, however if you are eligible they will provide funding for a portion or all of your tuition. You will be required to do some job research on your own, such as looking into possible employment scenarios and actually talking with licensed massage therapists that are working, in order to get a realistic viewpoint of the career field. Contact Job Training & Workforce for orientation times and possible funding.

Native Alaskans/Native Americans

Cook Inlet Tribal Council, CIRI Foundation, Other Regional Education Foundations

If you are Native Alaskan or Native American you may qualify for full or partial funding through one of the above organizations.

Contact the Cook Inlet Tribal Council, Vocational Counseling at 265-5904.

If you are an original CIRI enrollee or descendant, contact Crystal Batt at 263-5582.

There are also other Native organizations that work with different tribes throughout the State of Alaska.

In-House Financing

For those who qualify, we offer in-house financing. Please speak to one of our Recruitment Officers for details.

Tuition, Payment, and Refund Policy:

Cost of Program:
Tuition for the 800 Hour Massage Therapy Or Thai Yoga Massage Program $12,980

Materials and Equipment:
Materials including massage chairs, tables, Thai mats and oils required for all of the hands-on massage courses will be provided.

Additional Fees: (total approximately $345)
The student is required to purchase and maintain 3 uniform tops at approximate cost of $70. The student is required to purchase and maintain 3 sets of massage sheets at approximate cost of $57. Details are provided in the hands-on massage classes. The student is required to purchase their own textbooks at approximate cost $245, available at The Oriental Healing Arts Center bookstore, and any note taking supplies.
Other fees:
A $25/hour fee is charged for required individual tutoring for attendance probation, and is also available by request.

Student Liability Insurance:
Provided through an industry related insurance company, at no additional cost for all hands-on massage classes, chair massage events, student massage clinic, and any other school related activities.

Tuition Payment and Payment Plan:
Types of Tuition Accepted:
- Self-Pay
- Alaska State Student Loans
- Native Grants or Scholarships
- Alaska Department of Workforce & Development
- Alaska Department of Vocational Rehabilitation

- Tuition Payment or Funding Arrangements Deadline: By the 1st day of class.
- A 20% discount is offered for paying tuition in full at the time of registration.
- For classes with individual or combined tuition totaling over $2,500.00 a Payment Plan is available for a minimum of 25% down with the remaining balance plus a $200 fee divided into equal monthly installments to end at the month of the last course taken. Tuition must be paid in full by the end of the in-class time of the last course. All other payment arrangements are on a case-by-case basis, granted only at the discretion of the Spiritual Director of The Oriental Healing Arts Center. An alternate payment arrangement is not implied or guaranteed to be considered or approved.

- Any student that requests consideration of an alternate payment plan must be in good academic standing and must have demonstrated satisfactory attendance.

- Any student on a payment plan that becomes 2 or more months past due may be dismissed from the program for lack of tuition payment. Any refund due will be based on our published Refund Policy.

- Students whose classes have finished but still owe tuition and/or fees may continue to make regular payments towards tuition and any fees due until such time it is paid in full.

Refund Policy and Student’s Right to Cancel Until the First Day of Class, Close of Business:
AK Institute will acknowledge the student’s cancellation or withdrawal, in writing, within five (5) business days after receipt of notification.

Refunds to the student will be made within thirty (30) days after receipt of notification of the student’s withdrawal, or 30 days after the student’s last recorded date of physical attendance, whichever is earlier.

Refunds will be based on the last day of physical attendance and the amount of tuition paid at the
time of withdrawal.

The student must notify Administration in writing of their intention to withdraw from the program. Students who withdraw or otherwise fail to complete the course of study will be charged an administrative fee of $100.00. Refunds will be made with the following guidelines:

- For a period of time after instruction has begun but before the second day of class or the equivalent, Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy (hereafter AKInstitute) shall refund 100 percent of the tuition paid; after that,

- for a period of time after the first day of class but not more than 10 percent of the class has elapsed, AKINSTITUTE shall refund at least 90 percent of the tuition; after that,

- for a period of time after which greater than 10 percent but not more than 20 percent of the class has elapsed, AKINSTITUTE shall refund at least 80 percent of the tuition; after that,

- for a period of time after which greater than 20 percent but not more than 25 percent of the class has elapsed, AKINSTITUTE shall refund at least 55 percent of the tuition; after that,

- for a period of time after which greater than 25 percent but not more than 50 percent of the class has elapsed, AKINSTITUTE shall refund at least 30 percent of the tuition; after that,

- AKINSTITUTE may require the student to remain committed to the entire amount of the tuition.

Refunding Student Loan Payments and other grants
For students that have paid tuition with funds from Alaska State Student Loans or other grant, any refund due will first be sent to the Alaska Commission on Postsecondary Education or grant funding company on behalf of the student with any additional remaining balance refunded to the student. The student assumes full responsibility for repayment of any loan or grant obligations that are not covered by a tuition refund.

Student Complaints (Program Enhancement Suggestions)
Students with concerns, questions, complaints, or conflicts about instructors or other students are to file a written and signed complaint with one of the following:

- Course instructor
- Student Clinic Manager
- Student Services Representative
- Program Director

It is our priority to ensure that students have a safe and non-threatening environment in which concerns may be aired. Students are encouraged to include a reasonable and acceptable resolution in their correspondence. Once the concern is received, the school will respond within 3 school days.

If the student is not satisfied with the decision or no resolution is reached the student may file a written and signed complaint with the Spiritual Director of The Oriental Healing Arts Center to
discuss the issues. Once the complaint is received, the Spiritual Director will respond within 3 school days.

If the student is not satisfied with the decision or no resolution is reached the student may file a written complaint directly to the Alaska Commission on Postsecondary Education by contacting their office for further information on how to proceed.

**Grounds for Cancellation/Termination by the School**

AKInstitute may terminate the enrollment agreement and dismiss the student from the program for the following reasons:

- Evidence of fraud in the information provided in the Application Kit.
- Evidence of unethical behavior that is detrimental to the profession of massage therapy, including prostitution, illegal drug or alcohol abuse while on school premises or during any school related activities, and conviction of a sex related or felony crime.
- Non-payment of tuition by becoming more than 2 months past due without re-negotiating payment terms.
- Violation of the Student Code of Conduct.
- Violation of the Health Insurance Portability and Accountability Act (HIPAA).
- Failure to improve terms of probation status within 30 days.
- Unsatisfactory attendance.
- Failure to show up for classes or clinic obligations without contact to the school for a period of 3 weeks.

**Massage Student Code of Conduct**

**Physical Requirements**

I am aware that massage therapy is physically demanding, and that I am physically able to pursue this work. I also certify that I am free of any communicable and contagious diseases and in general good health. If I have any health concerns I will address them to the instructor or school administrator.

**Touch**

**Appropriate Touch** is defined as touch required for the purposes of therapeutic massage in a way that is safe, modest, caring, and done in good faith with implied consent on behalf of the person being touched.

**Inappropriate Touch** is defined as any touch that is of a sexual, aggressive, or intimidating nature, causes emotional or physical discomfort outside of an appropriate massage therapy
technique, or is done outside the boundaries of implied consent on behalf of the person being touched.

_____ I understand that learning Massage involves hands-on touch between myself and others, including the instructors. I have informed the instructor of any personal limitations and/or boundaries and I understand that every effort will be made to accommodate me. At any time that I feel uncomfortable or feel that I have been compromised in any way, I have the right to exit the experience and discuss the matter with the class instructor, school administrators, or the Spiritual Director of The Oriental Healing Arts Center.

_____ I understand that inappropriate touch is not tolerated and may result in immediate dismissal from the Massage Therapy Program.

Acceptable and Professional Behavior

- Mature Manner is behavior appropriate to adults in a professional setting and adult learning environment.
- Immature Manner includes being rude, displaying a negative attitude, or other toxic emotional displays that are not conducive to our healing atmosphere.
- Appropriate Dress includes uniform tops, and clothing that is clean and would be considered appropriate in a business setting. Jeans are acceptable in class, but are not appropriate for student clinic.
- Inappropriate Dress includes clothing that is obviously dirty, too casual for a business setting, exposes underwear, or is sexually suggestive. This may also include facial piercings.
- Aggressive Behavior includes acting in a threatening or intimidating manner in a vocal, physical, or emotional way.

_____ I understand that classes and the student clinic are held at The Oriental Healing Arts Center, a Wellness Center, or Massage Now!, a Wellness Center, that both have licensed professionals and their clients on site throughout the day. As such, I understand that I am expected to act in a mature and professional manner while in class, and while on the premises of The Oriental Healing Arts Center and Massage Now!.

Cell Phones & Texting

AK Institute considers the use of cell phones or texting during class to be highly inappropriate and disruptive. Unless there is an emergency situation to which a student has made the instructor aware, cell phones are to be turned off or on silent and not used while in class. Students needing to use their phone must leave class to do so.

Pictures & Video

Students may not take pictures, video, or similar recording during class without explicit permission from those involved.

Consequences of Inappropriate Behavior

_____ I understand that if I do not follow these guidelines the following consequences will apply:

1. A verbal warning of inappropriate dress or behavior.
2. A written warning of inappropriate dress or behavior and being sent home. In this case
the student will not be allowed to participate in class or clinic until they are able to present and maintain themselves in a professional and acceptable manner. Being sent home is considered an unexcused absence.

3. Dismissal from the program.

**Being Prepared for Class**
_____I understand that I am expected to show up prepared for class. This includes doing homework, reading assignments, projects, and presentations.

_____I understand that in all hands-on classes I am required to wear and/or have readily available a clean and presentable uniform top. I am also required to have clean sheets readily available for class and clinic use. Students are not allowed to participate in hand-on classes or clinic unless they are prepared.

_____I understand that once I am approved by the instructor for student clinic, I will be included in a daily student rotation that provides walk-in clinic services during class time as part of my training. I understand that this requires me to be prepared to do a chair or table massage and I am expected to have a clean and presentable uniform top and clean sheets ready.

**Consequences of Being Unprepared for Hands-On Classes**
_____I understand that if I do not follow these guidelines the following consequences will apply:

1. A verbal warning of being unprepared for class. In this case the student has the choice of renting sheets and/or a uniform top which includes a laundry fee from The Oriental Healing Arts Center, purchasing sheets and/or a uniform top from The Oriental Healing Arts Center, or being sent home.

2. Any student that is sent home for being unprepared for hands-on class 5 times may be dismissed from the program due to lack of being prepared to participate in class.

**Refund Due to Dismissal from Program**
In the case of dismissal from the program, students will receive any refund only according to the Refund Policy.

(END Student Code of Conduct)

**Student Dress Code, Hygiene and Uniform**
- Dress code requirements are established to add to the prestige and respect associated with AKInstitute.
- Students are expected to dress and present themselves in a clean and professional manner.
- Uniform tops must be worn during all of the hands-on massage classes, student massage clinic, chair massage events, and at any other events that represent the school.
- Students should be showered and clean during all hands-on classes, events, and during clinic hours.
• Fingernails must be kept short and filed. Nail polish - including clear - may not be worn due to its ability to harbor bacteria in the nails.

• As two of the top industry complaints about massage therapist are smelling like cigarette smoke and chewing gum, students should be vigorously aware to avoid these issues whenever doing massage in class, clinic, and any massage related events.

Major Holidays Observed
No classes are held on the following days: New Years Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. The school is closed between the last 2 weeks of the year for a holiday break.

Classroom and Clinical Lab Facility
All courses are held at one of our 2 professional wellness clinics – The Oriental Healing Arts Center and Massage Now!. These wellness centers provide a beautiful setting for students to be surrounded in a professional business environment, immersed in the healing arts that they are studying.

The Oriental Healing Arts Center
Most hands-on classes are held in the 900 sq. foot main hall of The Oriental Healing Arts Center. Lecture and discussion classes may be held in one of the treatment rooms. The main hall is large and open, and comfortably accommodates tables, chairs, and massage tables and other equipment used during the program. At certain times the main hall may be sectioned off and shared with other classes.

The Oriental Healing Arts Center has 3 treatment/therapy rooms available for students to schedule use of during their required Clinical Lab Hours. These rooms are also used by professional health care providers and will be more than adequate for students to use. All massage student clinic services are provided at The Oriental Healing Art Center.

Massage Now!
Most classes are held in a large 865 sq. foot open room in the upstairs portion of Massage Now!. Lecture and discussion classes may be held in one of the larger treatment rooms on the first floor. The large open upstairs room comfortably accommodates tables, chairs, and massage tables and other equipment used during the program.

Minimum and Maximum Number Of Students Per Class
For all classes, the minimum number of students is 4 and the maximum number of students is 25. We currently provide 1 instructor and 1 to 2 teaching assistants for each class within the program. Within these standards, our main concern is to provide a comfortable and safe learning environment along with quality education.
Grading System
Student grades will be based on an average of exam scores, completed homework assignments, and observation of hands-on skills. Exams will be based on materials taught in class, including a written mid-term and final exam that will be comprehensive for the whole mid/full term. In addition, hands-on classes will also include a mid and final practical exam that will be graded pass/fail.

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<th>From</th>
<th>To</th>
<th>Letter Grade</th>
<th>Pass/Need Help</th>
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</thead>
<tbody>
<tr>
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<td>59</td>
<td>F</td>
<td>need help</td>
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Students are provided with a monthly Progress Report from each instructor which tracks their academic status and attendance in each class.

It is our philosophy to do everything possible to assist a student in succeeding if this is their intention and desire. At any time a student is showing unsatisfactory progress in class, the student will be required to schedule time with an instructor and the Director of Student Services for counseling. If a student is showing a final grade of less than 74% they will be placed on academic probation and given a 30-day time period to show satisfactory improvement.

Any student that is dismissed from the program only due to poor academic standards will be eligible to re-take the program or course at full cost the next time it is offered.

Academic Probation
Students are provided with a monthly Progress Report from each instructor which tracks their status and attendance in each class. As such, reaching probation status will not come as a surprise.

Students are placed on Academic Probation when academic performance is not satisfactory. This means that in one or more classes an aspect of participation, hands-on skills, homework and assignment completion, or make-up work completed in a timely manner is causing the final grade to be less than 74% and the student is at risk of not passing the course or program. Academic probation serves as a warning and allows a 30-day time period for improvement.

Students on academic probation will be counseled by the individual instructor as to the specific requirements needed to improve their grade and pass the course. The student will also be required to meet with the Director of Student Services for counseling. Upon request we offer private tutoring services for a fee of $25 per hour. At the end of 30 days, satisfactory
improvement that brings the student above a 74% grade will release them from probation. Students that do not achieve satisfactory improvement may withdraw from the program with a grade of Incomplete, or will be dismissed from the program due to poor academic performance.

**Decision to Withdraw or Being Dismissed From The Program Due To Academic Performance:**

A student that decides not to continue the program at this point may withdraw from the program with a grade of Incomplete, or will be dismissed from the program due to poor academic performance. The student is responsible for full payment of tuition up to their last date of physical attendance and the number of hours offered in the program up to that time.

Students that withdraw from the program are eligible to re-apply to AK Institute at a later date. Any student that is dismissed from the program will only be allowed to re-apply after a personal interview with the Program Director. In this case the student must demonstrate that circumstances have changed such that their success is expected at this time.

**Attendance Policy**

**Attendance Policy and Make-Up Hours**

Attendance, commitment, and dedication are highly encouraged. The school will keep records for attendance. All classes begin promptly; students are expected to arrive on time. Any student arriving later than 15 minutes after the start of class will be recorded as missing 1 full hour. Missed hours are recorded as an accumulated total. Students are responsible for finding out what they missed from each class.

- Student should notify instructor directly or leave a message at The Oriental Healing Arts Center, 279-0135, or Massage Now!, 279-7669, as soon as they know they will be absent.

Minimum of 80% in-class attendance for each individual course is required for satisfactory progress, and all time missed must be made up according to the outline below. Students that achieve 90% or better attendance are eligible to be considered for an Honors Award to show on their graduation certificate and official transcript.

Students absent, for any reason, more than 80% of a course are given a written notification by the instructor that they have exceeded allowable absences for satisfactory attendance, with an expectation to improve attendance. The student is placed on Probation for Poor Attendance.

**Dismissal From Program for more than 74% absences in 3 or more classes or Required Tutoring at $25/hour fee to continue in program:**

Students absent, for any reason, more than 74% of a course are given a written notification by the instructor and should take the time to consider their commitment, desire, and ability to pursue success in this program and vocation.
Students absent, for any reason, 74% or more in 3 or more classes will be dismissed from the program due to poor attendance, unless the student is willing and able to continue as follows:

Continuing in the program requires 2 things:

1) No additional class time can be missed. If any more time is missed, for any reason, the student will be dismissed from the program due to poor attendance.

2) The student must schedule individual tutoring with an instructor at a $25/hour fee, with the fee to be paid at the beginning of each tutoring session. This tutoring will go over information missed in class, and the student must demonstrate satisfactory competency of the material to the instructor via hands-on demonstration, oral or written explanation, and/or by passing a quiz or exam on the material. Any quiz or exam given for these purposes does not take the place of passing a required mid-term or final exam for that course.

Tutoring must be completed and any course exams taken and passed no later than 5 months after the expected graduation date of the program enrolled in. Students that do not meet this requirement will receive a final grade of incomplete and must re-take the course at their own expense.

**Decision to Withdraw or Being Dismissed From The Program Due To Poor Attendance:**

A student that decides not to continue the program at this point may withdraw or will be dismissed. The student is responsible for full payment of tuition up to their last date of physical attendance and the number of hours offered in the program up to that time.

**MAKE-UP WORK, required for all hours missed, with additional paid tutoring required if more than 74% of hours missed:**

- For non hands-on classes, student will be assigned a make-up assignment with a reasonable due date, which will include but may not be limited to outlining a videotape on a related topic, outlining a chapter on a related topic, or a written essay on a related topic. Upon instructor approval, a student may attend another class offered upon availability during the same week.

- For hands-on classes, missed hours may be made up by attending another hands-on class offered upon availability during the same week, or the hours will be added to student clinic hours.
• Students that attend an approved health related workshop (outside of normal class time) where CEU’s are earned may apply up to 10 course hours of outside education towards make-up hours. Acceptable health related workshops include topics that would be of professional benefit to a massage therapist. A copy of the CEU certificate is required to be turned in to the Student Services Representative.

Maximum # hours that can be missed in each category. If a student goes beyond the limit of hours in 74% Probation for 3 or more classes they are dismissed from the program OR cannot miss any more class time and must pay for required tutoring.

<table>
<thead>
<tr>
<th>Course</th>
<th># Course Hours</th>
<th>90% Honors</th>
<th>80% Required</th>
<th>74% Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT8A Anatomy</td>
<td>75</td>
<td>8</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>MT8P Physiology</td>
<td>75</td>
<td>8</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>MT8CM Chair Massage</td>
<td>24</td>
<td>2</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>MT8TM Table Massage</td>
<td>200</td>
<td>20</td>
<td>40</td>
<td>52</td>
</tr>
<tr>
<td>MT8E Ethics of Touch</td>
<td>12</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>MT8B Business Practices</td>
<td>15</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>MT8MP Acupressure &amp; Meridian Therapy</td>
<td>50</td>
<td>5</td>
<td>10</td>
<td>13</td>
</tr>
<tr>
<td>MT8TOM Oriental Medicine for Bodyworkers</td>
<td>56</td>
<td>6</td>
<td>11</td>
<td>15</td>
</tr>
<tr>
<td>MT8AM Acupressure Massage Lab</td>
<td>83</td>
<td>8</td>
<td>17</td>
<td>22</td>
</tr>
<tr>
<td>MT8PSP Pathology &amp; Special Populations</td>
<td>50</td>
<td>5</td>
<td>10</td>
<td>13</td>
</tr>
<tr>
<td>MT8SC Student Clinic</td>
<td>160</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Leave of Absence

A leave of absence is a request to temporarily withdraw from the Massage Therapy Program due to an extreme situation, with the intention of re-entering and completing the program. A student who applies for a leave of absence must provide a completed Leave of Absence Form to the Director of Student Services for approval of leave. These forms are available at The Oriental Healing Arts Center. The following details apply:

- A student must be in good academic standing in order to be approved for a leave of absence.

Massage Therapy Program D (10 months)

- The minimum time allowed for a leave of absence is 3 calendar days.
• The maximum time allowed for a leave of absence is 18 months.

**Massage Therapy Program C (36 months)**

• The minimum time allowed for a leave of absence is 3 calendar days.

Because Program C allows up to 3 years to complete all courses, the maximum time allowed for a leave of absence is 8 calendar weeks beyond the 3 year maximum time limit, only if the 3 year maximum time limit will be exceeded by the leave of absence.

• Acceptable causes are death in the family, lengthy illness, or a catastrophic event.

• An approved Leave of Absence will, in effect, pause and hold the student's current enrollment and grade status.

• Depending on the length of the leave of absence, a student may stay enrolled in the current classes registered for, or will be automatically placed within the next class(es) at no additional charge.

• Students on leave of absence can resume their studies during the next class session. (example: 150 hours have been completed, resume the class with the next class session at their 151 hour time.)

• If a leave of absence is 3 weeks or less in duration and the student will be re-entering the same class, the student will be responsible for making up allowable hours and turning in completed homework assignments per the syllabus within a reasonable amount of time after returning.

• If a leave of absence is 4 weeks or more in duration a student will be expected to resume their studies during the next class session.

• If a student does not return at the end of the designated end date of the leave of absence, it will be assumed that they have withdrawn from the program. The published refund policy will apply.

• As a Leave of Absence is not a formal withdrawal from the program, tuition and other refunds are not given during a Leave of Absence. A student that does formally withdraw from the program will be given a refund in accordance with the Refund Policy and Student’s Right to Cancel.

**Prior Training**

Students that have previous training in Massage Therapy with less than enough hours to become licensed in Anchorage or Fairbanks may apply to AK Institute in order to bring their required hours of approved education up to standard and thereby become licensed to practice in these 2 cities. This additional education is not eligible for Alaska State Student Loans.
Due to our high standards in education and training, certification from AK Institute will add to a student’s prestige and respect in the field of Massage Therapy. We feel that if a student can show proof in the form of transcripts and program curriculum of a minimum of 300 hours of training from another approved Massage Therapy program, that this is a good benchmark number of hours to show a solid foundation.

ANCHORAGE: The student may take a portion of our program in order to reach the 500 hour minimum required to apply for a Massage Practitioner License in the City of Anchorage.

FAIRBANKS: The City of Fairbanks requires a minimum of 350 hours at a state approved massage therapy program in addition to at least one other requirement (see “How to Apply for a Massage License” at the end of this section). The student may take a portion of our program in order to reach the 350 hour minimum required to apply for a Massage Practitioner License in the City of Fairbanks. In this case, the student will receive a transcript showing the total number of hours completed. A Certificate of Achievement is only given after the entire 800 hour program has been successfully completed.

Enrollment approval for additional hours will be made by the Program Director and is based on the class size and other admission requirements to AK Institute. If approved, tuition will be adjusted accordingly. In this case, AK Institute will assume approved and verified hours as our own. Upon completion of the needed hours, the student will receive a transcript of hours. If eligible for completing a total of 800 hours, the student will also receive a Certificate of Completion from AK Institute.

We feel that students having less than 300 hours of previous approved education may not have enough of a foundation to meet the standards in education and training at AK Institute. Therefore, students that have less than 300 hours of previous approved education, or any amount of non-approved education, must apply for the entire 800 hour program in order to become certified by our school.

Course Challenge or Waiver

Our courses are taught as they apply to massage therapy specifically, and with a foundation in Oriental medicine. If a student has previous education and/or job related experience in a course topic and requests to challenge or waive the course the student must:

- Provide transcripts of college level courses previously taken or a written detailed description of job related experience.

- Schedule an interview with the course instructor in which the instructor will determine whether or not the course may be waived in full or challenged. This determination will be based on the knowledge and experience of the student in regards to the information that we teach.

- Take and pass the mid-term and final exams.
Tuition will be adjusted accordingly to discount the courses waived or challenged. The following non-refundable fees apply to take the mid-term and final exams per course. If a student re-takes an exam the same fees apply:

- For courses with less than 25 hours of in-class time: $50 per exam
- For courses with 25 to 75 hours of in-class time: $125 per exam
- For courses with more than 75 hours of in-class time: $250 per exam

The above requirements must be met by the end date of the program enrolled in.

If a student does not pass the mid-term and final exams, the student may choose to enroll in and take the course, or choose to re-take the exam again. After taking and not passing the mid-term and final exams for a total of 2 times, the student will not be allowed to waive the course.

Approved Education is defined as an educational program that is authorized under post-secondary education status approved by any state, or is accepted towards certification from The National Certification Examination for Therapeutic Massage and Bodywork (NCTMB and NCETM).

Completion Requirements

The maximum time frame to complete Program C is 3 years for all courses and clinic hours.

The maximum time frame to complete Program D - including in-class hours and required events and student massage clinic hours is 15 months.

Transcripts will be provided for all students documenting the total number of hours completed, whether the program has been completed or not, providing that the student account has been paid in full.

Graduation Requirements

Student must have satisfactorily completed all required courses (800 hours) with a passing grade. Any outstanding assignments or make up hours must be satisfactorily completed. Tuition and any fees must be paid in full. An exit survey must be completed. After all requirements are met the student will receive a transcript and a vocational Certificate of Achievement for Massage Therapy from AK Institute.

Student Files & Transcript Requests

All student files are maintained in our secure administrative office located at Massage Now! and kept for a minimum of 3 years after graduation, at which time files may be scanned and transferred to a CD for permanent storage.

Students may request, at any time, a copy of their original application paperwork. Students may also request to review their file at the administrative office. Student files are not permitted to leave this office except under special use by administration.
AK Institute will provide an official transcript requested by the student to be sent directly to a 3rd party such as another school or for national exam purposes.

AK Institute does not share any student information without your permission. If you list the school as a reference on your resume, you must notify us or we will not share your information.

**Transfer of Credits**

No school can guarantee that its credits or programs are transferable. Transfer of credits is always at the discretion of the receiving institution, depending on the comparability of the curricula and accreditation.

**After Graduating, Work in the Field of Massage Therapy**

Students that have successfully completed the program will be eligible to apply for a business license as a Massage Therapist through the Cities of Anchorage or Fairbanks, and earn the credentials of LMT (Licensed Massage Therapist).

(Nota: At this time, the State of Alaska does not require Massage Therapists to be licensed; however the City of Anchorage and the City of Fairbanks do require you to have a license. Check the current regulations of the area if you plan to practice outside of Alaska.)

There are many job opportunities in the field of Massage Therapy including but not limited to:

- Private Practice
- Hotel Spa
- Day Spa
- Chiropractor, Doctor, or Acupuncturist Offices
- Yoga Studio
- Lodges
- Bed and Breakfasts
- Corporate and Airport Chair Massage
- Senior Centers
- Hospitals

The U.S. Department of Labor, Bureau of Labor Statistics reports that annual wage estimates for the massage therapy profession average $39,920 with a high range of $70,360. They also report "employment for massage therapists is expected to increase 20 percent from 2006 to 2016, faster than average, for all occupations. Employment will grow as more people learn about the benefits of massage therapy."

See the following websites for more information on this topic:

http://www.bls.gov/oco/ocos295.htm
http://www.bls.gov/oes/current/oes319011.htm
After completing the Massage Therapy Program, many students choose to continue their education in the area of Oriental Medicine and Medical QiGong, thereby enhancing their practice of Massage Therapy.

Some immediate fees and expenses to expect after graduation:

Required state and city business licenses:

<table>
<thead>
<tr>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anchorage, Alaska</td>
<td>$150</td>
</tr>
<tr>
<td>Fairbanks, Alaska</td>
<td>$130</td>
</tr>
</tbody>
</table>

Other areas, check with that city and state

Professional Membership and Liability Insurance (approximately): $190

Massage Chair (optional depending on employment): $390

Massage Table (optional depending on employment): $600

Oils and Sheets (optional depending on employment): $cost varies

Student Services – Employment Assistance

AKInstitute supports our graduates in finding employment through the following methods:

- We maintain a professional database which includes local end-users that hire massage therapists, providing regular contact and mailings.

- We encourage local end-users to utilize our student clinic as a way to meet potential employees after graduation. We often provide end-users with complimentary gift certificates to the student clinic.

- We maintain a relationship with local end-users to provide and recommend graduates from our school for employment, temporary work, and seasonal jobs.

- Through The Oriental Healing Arts Center, the professional wellness center that houses the school, we offer internships as a licensed subcontractor to students that have demonstrated excellent work in school, and a passionate desire to pursue the Taoist Healing Arts more deeply. Details of the internship requirements are available upon request.

- Through Massage Now!, a professional massage clinic associated with The Oriental Healing Arts Center, we offer professional work as a licensed subcontractor. Details of subcontractor requirements are available upon request.

- Through The Oriental Healing Arts Center, we offer work as a licensed subcontractor for Chair Massage Team jobs on an as-needed basis.
Through The Oriental Healing Arts Center, we offer work as a licensed subcontractor for temporary placement services with a variety of end-users that have signed up with us to use this service.

We offer a complimentary link on our website to “Find our Graduates”.

**Additional Student Benefits**

All of our students receive the following benefits:

- Use of the Student Resource Library during scheduled hours.
- Complimentary attendance to 3 Massage & Wellness workshops each season, offered by The Oriental Healing Arts Center.
- 30% discount on registration to special event workshops hosted by The Oriental Healing Arts Center and AKInstitute.
- 20% discount on Professional Massage Therapy services at The Oriental Healing Arts Center.
- 3 complimentary gift certificates to the Acupuncture Student Clinic and a 50% discount on continuing services while you are a student.
- Students each receive a minimum of 3 complimentary gift certificates to the Massage Student Clinic. Students are encouraged to give these to friends or family.
- Students receive a minimum of 10 complimentary Student Therapist business cards and are encouraged to hand these out as part of their business practices.

**Student Resource Library**

Our student library is located at Massage Now! and is available during regular business hours at this location. The library holds industry related resources such as magazines, books, and DVD’s, important for students to use for course assignments, presentations, and general research. As our library continues to grow over the years, we aim to provide a high quality resource center for all aspects of the Traditional Taoist Healing Arts. The library is also open to our alumni!

**HOW TO APPLY FOR A MASSAGE PRACTITIONER LICENSE**

**Anchorage:**

1. Choose a business name and apply for your Alaska State Business License first.
   - $50 fee, valid for 1 year
   - Massage Therapy Primary NAICS Code: 621399
2. Visit the State of Alaska Department of Public Safety, Tudor Rd. and Boniface Pkwy., and request a personal background check. There is a $20 fee for this service which must be performed each year. The DPS clerk will fax your background check directly to the Municipal Clerk’s Office within 48 hours.

3. At City Hall, Municipal Clerk’s Office, 632 W. 6th Ave. Suite 250, supply the following:
   - Completed Massage Practitioner Application form (available at Clerk’s Office)
   - Background check from DPS (should have been faxed over by DPS)
   - $100 license fee, valid for 1 year
   - copy of State of Alaska Business License
   - proof of being at least 18 years old
   - Proof of qualification: You will be required to show your graduation certificate and official transcript. You will qualify under the following reason:
     - Graduate of a post-secondary education school of massage therapy which requires the successful completion of at least 500 hours of supervised instruction and which is approved by any State. (supply diploma or certificate of completion or graduation)

Fairbanks:

Contact the Fairbanks City Clerk for specific process and requirements.

Outside of Alaska:

Each city and state has its own laws and requirements for practicing Massage Therapy. Be sure to check with your local city and state for current regulations. The websites listed on the next page have helpful information in doing this.

Eligibility To Take The National Exam
AKInstitute NCBTMB Assigned School Number 490635

After completing our program interested graduates are eligible to sit for the National Exam, which includes your choice of an exam exclusively for Massage Therapy (NCETM) or an exam for Massage Therapy and Bodywork (NCETM) which will include questions about Oriental Medicine. As of this printing, the National Exam is not required in the State of Alaska or the cities of Anchorage or Fairbanks. The National Exam is required in approximately 22 states in order to obtain a license within that state. If you plan to practice massage therapy outside of Alaska, check with the local area you will practicing in regarding their regulations on licensing requirements for massage therapy. See the websites below for more information.
NATIONAL MASSAGE THERAPY ASSOCIATIONS

The American Massage Therapy Association (AMTA)
Website: www.amtamassage.org
State Laws for Massage Licensing: www.amtamassage.org/about/lawstateguide.htm

Associated Bodywork & Massage Professional Inc. (ABMP)
Website: www.abmp.com
State Laws for Massage Licensing: see Career Information, State Boards & Requirements

National Certification for Therapeutic Massage & Bodywork (NCBTMB)
Website: www.ncbtmb.com
Information on taking the National Certification Exam through the National Certification Board for Therapeutic Massage & Bodywork for the credentials of NCETM or NCTMB.

Additional Questions?
For additional information or to discuss the program, please contact us at 907-279-0135 and we will be happy to help you.
Alumni Program

Our Alumni Program is an exciting opportunity for our graduates to stay connected. We want the reputation of our school to stand behind you and offer you a solid foundation throughout your professional career.

You will have access to many benefits, including full use of the student resource library, access to job boards and job placement assistance, and a complementary referral link on our website so that classmates and clients can find you.

In addition you will be able to take post-graduate surveys online to help us track the employment and career statistics of our graduates to ensure that your education here leads to a happy and successful career. Every time you complete a survey you receive something special for your time and input.

Instructor Mentors

As a graduate of AK Institute, all of our instructors are available to provide post-graduate insight, discussion, direction, and assistance as former students break into the professional world of Massage Therapy.

We care about your success!